EVALUATION VISIT MEETING ROOM MATERIALS
Additional Location Verification

Institutions are to place the following materials in the room provided to the evaluation team. Additional materials may be requested when the team is at the institution.

1. Current information

   a. Part I of the Additional Location Application
   b. Class schedule including course names, numbers, titles, room numbers, class times, names of instructors, and student enrollment by class period for the entire term/quarter/semester/module
   c. Student enrollment on day(s) of visit by program and by day and evening divisions (if different than enrollment reported in the update report materials)
   d. Floor plan of facility
   e. Staff and faculty roster and organizational chart
   f. Course syllabi for currently offered courses (For courses not offered in the current term, the syllabi must be provided with the exception of the following items: instructional materials and references, out-of-class activities and assignments, assessment criteria, and method of evaluating students)
   g. Campus Effectiveness Plan
   h. Faculty meeting minutes and a schedule of upcoming faculty meetings
   i. Documentation of in-service training sessions held and the schedule for upcoming sessions
   j. Current inventory of instructional resources and equipment

2. Official documents

   a. State license and/or authorization to award diplomas and/or degrees
   b. Certificate of Occupancy or evidence that the institution is in compliance with local fire and safety codes
   c. Correspondence with state regulatory agencies and accrediting agencies other than ACICS, if any

3. Files

   a. Administrative staff personnel files that include current ACICS data sheets
   b. Faculty personnel files that include current ACICS data sheets, resumes, transcripts, copies of evaluations, and faculty development plans
   c. A current list of all students
      **NOTE: Student files will be selected randomly for review*

4. Publications

a. All current advertising and promotional literature, including scripts, copies of newspapers, magazines, brochures, and tapes of radio and television ads
b. Current catalog with all addenda (if applicable)